



NORTHEASTERN PENNSYLVANIA

# WORKFORCE

**RESOURCES GUIDE**

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## INTRODUCTION

Most communities have resources available to help companies find, recruit, and train new employees. Unfortunately, too much time is spent by Human Resources Departments attempting to find all of the organizations that might be able to provide assistance.

Mericle Commercial Real Estate Services created this Workforce Resources Guide to help educate you about the resources that are available in Northeastern Pennsylvania and make it easier for you to contact the people who can help you find and train the best employees for your business.

We thank you for considering Northeastern Pennsylvania as you grow your company.  
**We look forward to helping you be successful here.**

*Sincerely,*



**Bob Besecker**  
Vice President



**Jim Hilsher**  
Vice President



**Bill Jones**  
Vice President

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**Northeastern Pennsylvania has many agencies that will help companies recruit their employees. These agencies will perform the necessary recruitment and selection tasks for those companies that do not have the time or resources to manage the process. They provide access to a variety of workers, including temporary, temp-to-hire, permanent, bilingual, and others.**

## Pennsylvania CareerLink®




The agency used most often by employers to find and screen applicants is Pennsylvania CareerLink®.

With offices located throughout Northeastern Pennsylvania, PA CareerLink® is a resource for employers and job seekers. This state agency provides a range of career services at little or no cost with the goal of providing employers with skilled, qualified workers. Key services which save the employer time, energy and money include:


- ✓ Pre-screening of applications based on required qualifications
- ✓ Use of [pacareerlink.pa.gov](http://pacareerlink.pa.gov), which allows employers to post jobs, view resumes, pre-screen employees, and research labor market data.
- ✓ Use of CareerLink® offices to conduct interviews. Staff is also able to arrange and manage interview appointments.
- ✓ Facilitation of training for current or future employees and help with training funds via connections to a variety of development programs.
- ✓ Use of Career Link® offices for job fairs.

## Three PA CareerLink® offices serve Northeastern Pennsylvania employers.




### PA CareerLink® Luzerne County at Wilkes-Barre

 [careerlinkwilkesbarre.org](http://careerlinkwilkesbarre.org)  
 32 East Union Street  
 Wilkes-Barre, PA 18701  
 [570.822.1101](tel:570.822.1101)





### PA CareerLink® Lackawanna County





 [pacareerlinklackawanna.org](http://pacareerlinklackawanna.org)  
 135 Franklin Avenue  
 Scranton, PA 18503-1994  
 [570.963.4671](tel:570.963.4671)






### PA CareerLink® Luzerne County at Hazleton

 [careerlinkhazleton.org](http://careerlinkhazleton.org)  
 75 North Laurel Street  
 Hazleton, PA 18201-5950  
 [570.459.3854](tel:570.459.3854)





## STAFFING AGENCIES

 **1st Choice Staffing**  
 8 West Broad Street, Suite 400  
 Hazleton, PA 18201  
 570.501.3400  
 **Bilingual**

 **Abacus Staffing**  
 abacuscorporation.com  
 480 Pierce Street, Suite 112  
 Kingston, PA 18704  
 570.852.5200

 **Accurate Personnel LLC**  
 accurateusa.com  
 1108 PA-315  
 Wilkes-Barre, PA 18702  
 570.861.1900  
 **Bilingual**

 **Adecco**  
 adeccousa.com  
 100 Wilkes-Barre Boulevard, Suite 230  
 Wilkes-Barre, PA 18702  
 570.300.6006




 **Aerotek**  
 aerotek.com  
 670 S. River Street, Suite 302  
 Wilkes-Barre, PA 18705  
 570.235.2110

 **Aston Carter**  
 astoncarter.com  
 670 S. River Street, Suite 302  
 Wilkes-Barre, PA 18705  
 570.235.2107





 **AtWork Personnel**  
 atwork.com  
 101 W. Broad Street  
 Hazleton, PA 18201  
 570.459.5290




 **Constant Staffing, LLC**  
 constantstaffing.net  
 623 S Main Ave, Unit One, First Floor  
 Scranton, PA 18504  
 570.243.6062



 **Custom Staffing Solutions**  
 customstaffing.net  
 140 S. Wyoming Avenue  
 Kingston, PA 18704  
 570.287.4277

 **Dynamic Staffing**  
 dynamic-staffing.com  
 4101 Birney Avenue  
 Moosic, PA 18507  
 570.347.7371



 **Elwood Staffing**  
 elwoodstaffing.com  
 1106 Highway 315  
 Wilkes-Barre, PA 18702  
 570.497.4302

 **JobSquad**  
 thejobsquad.com/pennsylvania  
 116 Monahan Drive  
 Dickson City PA 18519  
 570.483.4167

 330 South Church Street  
 Hazleton, PA 18201  
 570.453.1001  
 **Bilingual**

 204 Wilkes-Barre Township Boulevard  
 Wilkes-Barre, PA 18702  
 570.846.2283

 **Express Employment Professionals**  
 expresspros.com  
 16 South River Street, Suite 301  
 Wilkes-Barre Township, PA 18702  
 570.208.7000


 900 Wyoming Avenue  
 Scranton, PA 18509  
 570.963.1000


 **First in Service Staffing Solutions**  
 fisrecruitment.com  
 601 S. Poplar Street  
 Hazleton, PA 18201  
 800.248.8687  
 **Bilingual**

 **Integrity Staffing Solutions**  
 integritystaffing.com  
 741 Airport Road  
 Hazleton, PA 18202  
 717.842.2220  
 **Bilingual**

 **Job Connection Services, Inc.**


 [jobconnectionservices.com](http://jobconnectionservices.com)

 1305 Pittston Avenue  
Scranton, PA 18505

 [570.343.3500](tel:570.343.3500)

 **Luxor Staffing**


 [luxorstaffing.com](http://luxorstaffing.com)

 1091 N. Church Street  
Hazle Township, PA 18202

 [570.497.5970](tel:570.497.5970)

 **Manpower Group**

 [manpower.com](http://manpower.com)

 22 W. Broad Street  
Hazleton, PA 18201

 [570.450.6301](tel:570.450.6301)


 **Bilingual**

 940 Schechter Drive  
Wilkes-Barre, PA 18702


 [570.825.5661](tel:570.825.5661)

 **OneSource Staffing Solutions**


 [onesourcestaffing.com](http://onesourcestaffing.com)

 573 Can Do Expressway  
Hazle Township, PA 18202

 [570.501.0802](tel:570.501.0802)

 1124 PA-315  
Wilkes-Barre, PA 18702


 [570.825.2105](tel:570.825.2105)

 620 North Blakely Street  
Dunmore, PA 18512

 [570.307.0344](tel:570.307.0344)

 **People Ready**


 [peopleready.com](http://peopleready.com)

 295B South Main Street  
Wilkes-Barre, PA 18701

 [570.825.6001](tel:570.825.6001)


 **ProCure Personnel, Inc.**

 [procurepersonnel.com](http://procurepersonnel.com)

 113 North Wyoming Street  
Hazleton, PA 18201

 [570.450.7400](tel:570.450.7400)


 **Bilingual**

 1325 North River Road, Suite 203  
Plains, PA 18702

 [570.821.5515](tel:570.821.5515)

 **ProLogistix**


 [prologistix.com](http://prologistix.com)

 940 Schechter Dr.  
Wilkes-Barre Township, PA 18702


 [570.319.4828](tel:570.319.4828)

 **Spherion Staffing**

 [spherion.com](http://spherion.com)

 1329 Wyoming Ave.  
Scranton, Pennsylvania 18509


 [570.704.5311](tel:570.704.5311)

 100 Wilkes-Barre Boulevard, Suite 128  
Wilkes-Barre, PA 18702

 [570.283.0433](tel:570.283.0433)

 **Superior Recruiting Agency**


 [superiorrecruitingagency.com](http://superiorrecruitingagency.com)

 Superior Plaza, 457 Susquehanna Blvd.  
Suite 2, Hazle Township, PA 18202


 [570.454.2300](tel:570.454.2300)

 **Bilingual**

 **Trinity Staffing, Inc.**

 1107 Mill Street  
Dunmore, PA 18510

 [570.507.9681](tel:570.507.9681)

 55 West Juniper Street  
Hazleton, PA 18201

 [570.501.0772](tel:570.501.0772)

 **Bilingual**

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Several grant programs are available to help businesses fund employee training. The two programs used most often are the Workforce and Economic Development Network of Pennsylvania and the Workforce Innovation and Opportunity Act.

## The Workforce and Economic Development Network of Pennsylvania (WEDnetPA) Program

 [wednetpa.com](http://wednetpa.com)

The WEDnetPA Program is essential skills and advanced technology training for eligible employees of new and expanding businesses.


Trainees must be Pennsylvania residents, employed in Pennsylvania, be permanent full-time employees, and earn at least \$16.74 per hour, excluding benefits. The maximum amount that can be provided is up to \$2,000 per eligible employee, up to \$100,000 per company.

Companies interested in applying for funding should first contact the PA Department of Community & Economic Development's Governor's Action Team in Harrisburg at [717.787.8199](tel:717.787.8199). This office will assess the project and help determine what level of funding may be available. Companies will then be directed to fill out an online funding application at [wednetpa.com](http://wednetpa.com) in cooperation with one of the program's partner colleges.



There are numerous WEDnetPA partners throughout Northeastern Pennsylvania who serve as the local point of contact throughout the process – from helping complete the application to submitting invoices for training reimbursement. These partners can also serve as training providers. Luzerne County Community College is used most often by employers in the Scranton/Wilkes-Barre/Hazleton area.

### WEDnetPA Partners in Northeastern Pennsylvania:



#### Luzerne County Community College

 Nanticoke, PA  
 [570.740.0480](tel:570.740.0480)



#### Pennsylvania College of Technology

 Williamsport, PA  
 [570-320-2400](tel:570.320.2400), ext. 7011

#### Commonwealth University of PA - Bloomsburg

 Bloomsburg, PA  
 [570.389.4004](tel:570.389.4004)

#### East Stroudsburg University of Pennsylvania

 East Stroudsburg, PA  
 [570.422.3045](tel:570.422.3045)







## The Workforce Innovation & Opportunity Act (WIOA)

 [dol.gov/agencies/eta/wioa](https://www.dol.gov/agencies/eta/wioa)

This federal program, which is administered by local Workforce Development Boards (WDBs), provides grants to train individuals who meet certain eligibility requirements such as those who recently lost their job or are underemployed. The On-the-Job Training (OJT) Program can reimburse employers a portion of the salary of new hires in high priority occupations. Other programs may provide full or partial funding for classroom training to help individuals learn skills that are needed to find a career in a high priority occupation that offers a family-sustaining wage.

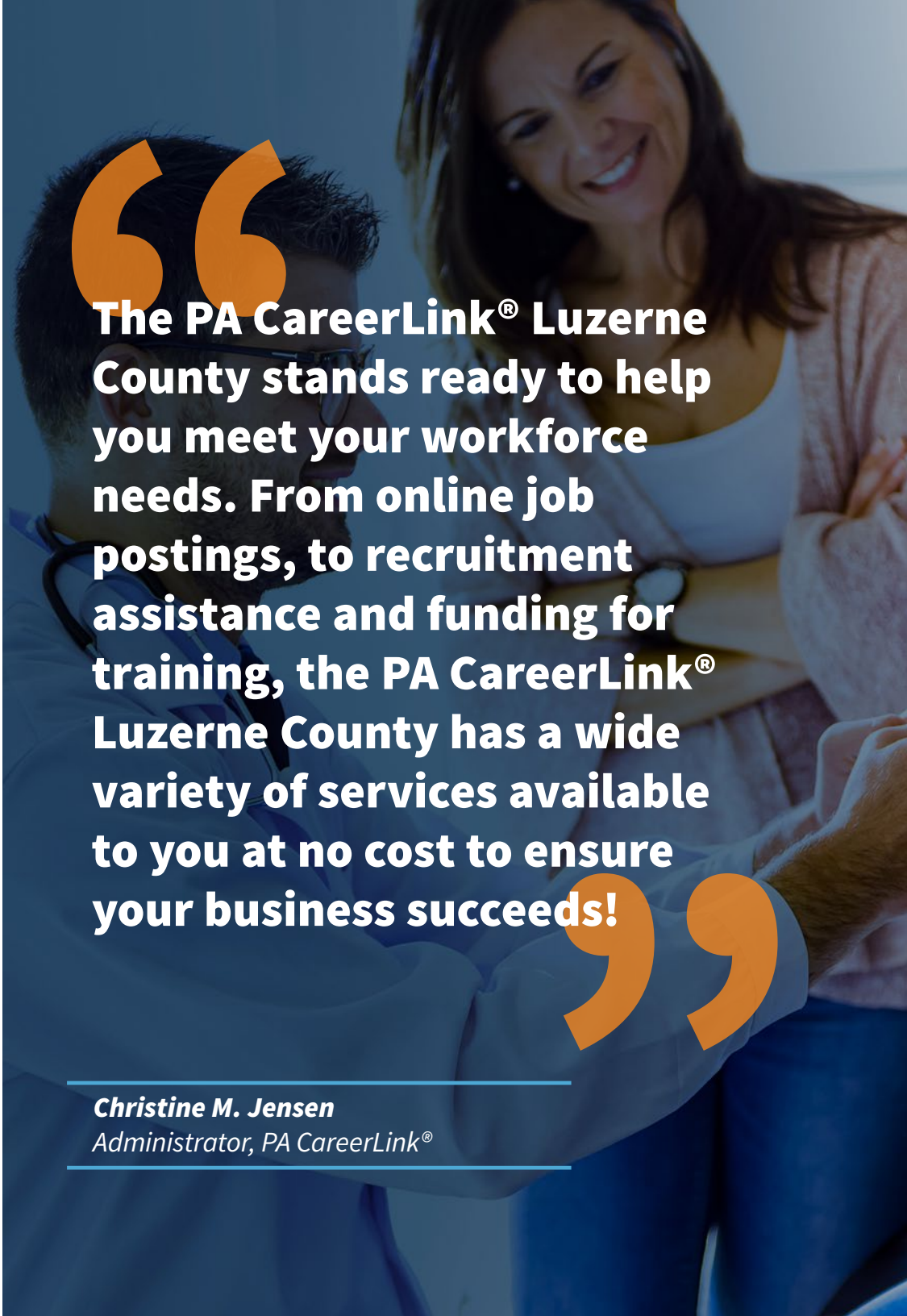
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### Eligibility requirements include those who:

-  were recently laid-off or terminated from employment
-  are unemployed
-  have received TANF, SNAP, or SSI in the last 6 months
-  are employed and their income is below the self-sufficiency guideline
-  are a displaced homemaker
-  are homeless

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Inquiries about funding availability should be directed to the nearest PA CareerLink® office. (See page 4.)



**“The PA CareerLink® Luzerne County stands ready to help you meet your workforce needs. From online job postings, to recruitment assistance and funding for training, the PA CareerLink® Luzerne County has a wide variety of services available to you at no cost to ensure your business succeeds!”**

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**Christine M. Jensen**  
Administrator, PA CareerLink®

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## OTHER FUNDING PROGRAMS

### **Pennsylvania First Program**

 [dced.pa.gov](https://dced.pa.gov)

The Pennsylvania First Program is a highly competitive funding tool used to enable increased investment and job creation within the Commonwealth. Funds from this program can be used to defray the costs of job training.

The program assists businesses, municipalities, and industrial development corporations that intend to create or retain a significant number of jobs and make a substantial investment within Pennsylvania. These businesses can receive support in the form of grants, loan and land guarantees for machinery/equipment, job training, infrastructure, land and building improvements, environmental assessment/remediation, acquisition of land/buildings/right-of-ways, working capital, and site preparation.

The program requires participants to commit to operating at the approved project site for a minimum of eight years. Businesses aided by Pennsylvania First must create or retain at least 100 full-time positions or increase their full-time employment by 20% within the Commonwealth. Full-time employees must earn at least \$12.00/hour. Other requirements include offering a substantial economic impact for the region and, at the least, matching the Pennsylvania First assistance requested with private investment. Loan terms can be up to 15 years for real estate and infrastructure and up to 10 years for machinery and equipment. Interest rates will be set at the time of approval and will be based on the 10-year Treasury rate.

Companies interested in learning if they are eligible for funding should contact the PA Department of Community & Economic Development's Governor's Action Team in Harrisburg at [717.787.8199](tel:717.787.8199).

### **Work Opportunity Tax Credit (WOTC)**

 [dol.gov/agencies/eta/wotc](https://dol.gov/agencies/eta/wotc)

The Work Opportunity Tax Credit is a federal tax credit available to employers for hiring individuals from specific target groups who have consistently faced significant barriers to employment. The maximum tax credit is generally \$2,400 depending on the targeted group and qualified wages paid to the new employee during the first year of employment. Generally, the credit is equal to 40% of up to \$6,000 of qualified first-year wages for individuals who work 400+ hours in their first year of employment. For more details, contact the nearest PA CareerLink® office (*See page 4*).








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Several agencies offer a variety of workforce development support to businesses in Northeastern Pennsylvania. Some of the more notable are listed below.

### Pennsylvania Workforce Development Boards (WDBs)

Pennsylvania Workforce Development Boards are private, non-profit boards whose missions are to identify workforce challenges and provide strategic solutions. These boards of business people and community leaders are engaged in the promotion of workforce development, planning, and oversight of local training efforts under the auspices of the Federal Workforce Development Act (WDA). The Lackawanna County and Luzerne/Schuylkill Workforce Development Boards work closely together and with other neighboring WDBs to ensure continued economic growth at both a local level and throughout Northeastern Pennsylvania.

#### Luzerne/Schuylkill Workforce Development Board

 [lswib.org](http://lswib.org)  
 32 E. Union Street, 2nd Floor, Wilkes-Barre, PA 18701  
 [570.822.1101](tel:570.822.1101)

#### Northeast PA Manufacturers & Employers Association (MAEA)

 [nepamaea.com](http://nepamaea.com)



This private, non-profit, membership-based organization provides continuing education and training to employees, certification programs, workshops, and networking. MAEA also consults in human resources, process improvement, supply chain management, Information Technology, Safety, and Affirmative Action plans.

 250 One Norwegian Plaza, Pottsville, PA 17901  
 [570.622.0992](tel:570.622.0992)

#### Northeastern Pennsylvania Industrial Resource Center (NEPIRC)

 [nepirc.com](http://nepirc.com)

This not-for-profit organization provides consulting services specifically to the manufacturers in Northern and Northeastern Pennsylvania. NEPIRC is headed by a board of regional manufacturing executives. NEPIRC assists clients with lean and continuous improvements, quality management systems, industry certification, innovation, sustainability, workforce development, and supply chain development.

 75 Young Street, Hanover Township, PA 18706  
 [570.819.8966](tel:570.819.8966)





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**EDUCATION RESOURCES**



Northeastern Pennsylvania has a reputation for excellence in education. There are 18 colleges and university campuses with more than 50,000 enrolled students within an hour's drive of the center of NEPA. This network of higher education provides an invaluable resource for employers and their employees, offering ample opportunity for co-ops, continuing education, customized job training, internships, and recruiting. Area colleges often work together to custom design the training programs needed by our employers. The area also has numerous private training schools and vocational/technical schools – that provide the opportunity for specialized training in a number of trades.

## COLLEGES & UNIVERSITIES IN THE IMMEDIATE SCRANTON/WILKES-BARRE/HAZLETON AREA



### **Geisinger College of Health Sciences** [geisinger.edu/gchs](https://www.geisinger.edu/gchs)

Geisinger College of Health Sciences has campuses throughout Northeastern and Central Pennsylvania, with locations in Atlantic City, Danville, Lewistown, Sayre, Scranton, and Wilkes-Barre. The school is headquartered in Scranton. Partnering with hospitals and healthcare facilities throughout a 17 county region, the medical college offers a community-based model of medical education. Geisinger College of Health Sciences offers a Doctor of Medicine (MD) Program and a Master of Biomedical Sciences (MBS) Program.



 525 Pine Street, Scranton, PA 18509  
 [570.504.7000](tel:570.504.7000)

### **Johnson College** [johnson.edu](https://www.johnson.edu)

A private, two-year college, Johnson College offers 18 associate degree and four academic certificate programs that focus on providing its students with technical skills. The 44-acre campus is located in Scranton in Lackawanna County and is accredited by the Middle States Commission on Higher Education (MSCHE). Numerous academic programs are offered including Carpentry and Cabinetmaking Technology, Diesel Truck Technology, Electrical Construction Technology.

 3427 N. Main Avenue, Scranton, PA 18508  
 [800.293.9675](tel:800.293.9675)



 Continuing Education Department  
 [570-702-8979](tel:570.702.8979)



 Career Services  
 [570.702.8919](tel:570.702.8919)



## Keystone College

 [keystone.edu](http://keystone.edu)

Keystone College is a private educational institution located in La Plume, Pennsylvania and was the first higher educational institution established in the region. Keystone College offers many academic programs, including Business, Information Technology, Medical Technology, and Public Health.

 One College Green, La Plume, PA 18440  
 [570.945.8000](tel:570.945.8000)

 Adult & Online Learning  
 [570.945.8622](tel:570.945.8622)



 Career Development Center  
 [570.945.8337](tel:570.945.8337)

## King's College

 [kings.edu](http://kings.edu)

King's College is a liberal arts Catholic college located in Downtown Wilkes-Barre. It was founded in 1946 by the Congregation of Holy Cross from the University of Notre Dame and offers many undergraduate and graduate programs including Computer Science, Accounting, and Human Resources Management. The Center for Lifelong Learning provides programs for adults on a part-time basis with day, evening, and accelerated weekend classes.

 133 North River Street, Wilkes-Barre, PA 18711  
 [570.208.5900](tel:570.208.5900)

 Office of Career Planning  
 [570.208.5874](tel:570.208.5874)

 The Center for Lifelong Learning  
 [570.208.5865](tel:570.208.5865)

**“Luzerne County Community College is committed to just-in-time training to meet employer needs for incumbent worker training. We also offer great programs for those who are preparing to enter the workforce. Our curriculum is designed and updated with input from regional employers so our graduates possess the foundation skills and work readiness to quickly become productive for their employers.”**





***Susan Spry***

*Vice President of Workforce and  
Community Development, LCCC*





 **Lackawanna College**  
 [lackawanna.edu](http://lackawanna.edu)

Located in Scranton, Lackawanna College is a private, two-year college that began in 1894 as the Scranton Business College. This premier institution offers many degree and certificate programs designed in direct response to regional workforce demands. Lackawanna College has a long history of working with industry partners to create degree and continuing education programming that prepares individuals for family sustaining wages, while filling workforce gaps in high-demand occupations. As just one example, Lackawanna College recently created a School of Petroleum & Natural Gas and enjoys strong relationships with the national Natural Gas industry. Lackawanna College offers many options for students at all levels, including courses during the traditional Fall/Spring semesters, summer, intersession, online, hybrid, and accelerated degree programs.

-  501 Vine Street, Scranton, PA 18509
-  [877.346.3552](tel:877.346.3552)
-  Office of Continuing Education
-  [877.346.3552](tel:877.346.3552)

 **Luzerne County Community College**  
 [luzerne.edu](http://luzerne.edu)

Luzerne County Community College's (LCCC) main campus is located in Nanticoke in Luzerne County. LCCC has seven satellite campuses in NEPA and offers a vast array of quality liberal arts and technology programs. A public, two-year comprehensive college, LCCC is accredited by the Commission on Higher Education Middle States Association of Colleges and Schools. LCC offers more than 100 academic, technical, and career training programs. The Workforce and Community Development Division provides custom training programs – available on-campus or onsite – that assist businesses in keeping up-to-date within their fields. Additionally, the Center for Business Solutions and Customized Training assists local businesses with customized training for the employers, as well as preparing of grant applications and consultation.

-  521 Trailblazer Drive, Nanticoke, PA 18634
-  [1.800.377.5222](tel:1.800.377.5222)



## Marywood University

 [marywood.edu](http://marywood.edu)

Founded in 1915, Marywood University was the first college for women in Northeastern Pennsylvania. Now, a co-educational university, the university offers a variety of undergraduate, graduate, and doctoral programs on a 115 acre campus in Scranton. Some of these programs include Health Services Administration, Computer Science, and Medical Sciences.

 2300 Adams Avenue, Scranton, PA 18509

 [570.348.6211](tel:570.348.6211)

 Career Development

 [570.348.6247](tel:570.348.6247)

## Misericordia University

 [misericordia.edu](http://misericordia.edu)

Misericordia University is a four-year, Catholic liberal arts university located on a 123-acre campus in Dallas, Pennsylvania, south of Wilkes-Barre. The university was founded by the Sisters of Mercy in 1924 and became Luzerne County's first four-year institution of higher learning. It has continued as a broad-based liberal arts and pre-professional studies education institution. Misericordia offers a variety of undergraduate, graduate, and certification programs, including Business Administration, Diagnostic Medical Sonography, Health Care Management, and Information Technology.

 301 Lake Street, Dallas, PA 18612

 [570.674.6400](tel:570.674.6400)

 Insalaco Center for Career Development

 [570.674.6409](tel:570.674.6409)

## Pennsylvania State University

 [psu.edu](http://psu.edu)




The Pennsylvania State University is a public, state-related research university with 24 campuses across Pennsylvania, including three in NEPA. Known as one of the nation's leaders in higher education, Penn State has been highly ranked by many well-known sources, including U.S. News & World Report, Kiplinger's Personal Finance, The Wall Street Journal, Academic Rankings of World Universities ("ARWU"), and National Science Foundation. Additionally, it consistently ranks in the top 100 of the the Times Higher Education World University Rankings. Penn State offers a multitude of degree and certificate programs including many that produce graduates with skills that are often in demand by NEPA employers.

### Some of these programs include:

-  **Electrical and Computer Engineering Technology**
-  **Industrial Engineering**
-  **Plastics Engineering Technology**
-  **Project and Supply Chain Management**
-  **Food Science**
-  **Agribusiness Management**
-  **Supply Chain and Information Systems**
-  **Master of Manufacturing Management**

Penn State's Supply Chain Program is especially highly regarded. In fact, The Penn State Smeal College of Business has on several occasions been ranked No. 1 in graduate and undergraduate supply chain education by IT research and advisory firm Gartner. Penn State offers a wide variety of undergraduate and graduate degrees, certificate programs, open enrollment and corporate custom programs, and special focus programs that educate students about numerous areas of study necessary to support the Supply Chain Industry. Visit [smeal.psu.edu](http://smeal.psu.edu) to learn more.




 **Penn State Hazleton**

 [hazleton.psu.edu](http://hazleton.psu.edu)  
 76 University Drive  
Hazleton, PA 18202  
 [570.450.3180](tel:570.450.3180)




 **Penn State Schuylkill**

 [sl.psu.edu](http://sl.psu.edu)  
 200 University Drive  
Schuylkill Haven, PA 17972  
 [570.385.6000](tel:570.385.6000)

 **Penn State Wilkes-Barre**

 [wb.psu.edu](http://wb.psu.edu)  
 44 University Drive  
Dallas, PA 18612  
 [570.675.2171](tel:570.675.2171)

 **Penn State Worthington  
Scranton**

 [ws.psu.edu](http://ws.psu.edu)  
 120 Ridge View Drive  
Dunmore, PA 18512  
 [570.963.2500](tel:570.963.2500)

“  
At Penn State Wilkes-Barre we partner with business & industry to help them develop their workforce and their competitive advantage by bringing all the resources of a world-class, Big Ten, research-oriented university right into the northeast corner of PA. Our training programs are taught by professors and instructors from Penn State as well as experts from private industry to provide a balance of current academic research with real-world professional work experience.”

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**Jane Ashton**

*Director of Continuing Education,  
Penn State Wilkes-Barre*

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## The University of Scranton



[scranton.edu](http://scranton.edu)

Founded in 1888, the University of Scranton is a private Catholic and Jesuit university located in Downtown Scranton. The university has received attention from numerous national publications. Starting in 1994, the school has consistently ranked within the top 10 schools in U.S. News & World Report's Best Master's Universities – North. The undergraduate and graduate programs offered by the university include Business Administration, Chemistry, Computer Engineering, Electrical Engineering, and Operations Management. There are also a number of graduate certificates that can be obtained, including Enterprise Resource Planning and SAP Certificates.



800 Linden Street, Scranton, PA 18510  
[570.941.7400](tel:570.941.7400)



## Wilkes University



[wilkes.edu](http://wilkes.edu)

Wilkes University is a non-denominational private university located in downtown Wilkes-Barre, with more than 5,000 undergraduate students. The University offers more than 40 professional liberal arts majors and certificates, including Biochemistry, Computer Information Systems, Energy Studies, Electrical Engineering, Medical Laboratory Science, and Sustainability Management. Wilkes has been ranked 25<sup>th</sup> in the nation for economic value by The Economist.



84 W. South Street, Wilkes-Barre, PA 18701  
[570.408.5000](tel:570.408.5000)



Career Services  
[570.408.4060](tel:570.408.4060)





## OTHER COLLEGES & UNIVERSITIES SERVING NORTHEASTERN PENNSYLVANIA

### Bloomsburg University

 [bloomu.edu](http://bloomu.edu)

Located on 280 acres in Columbia County – about one mile south of Interstate 80– Bloomsburg University is one of the public universities within the Pennsylvania State System of Higher Education. Aside from the graduate and undergraduate programs offered, the University also has a Corporate Workforce Training program which can assist companies in assessing the workforce and improving their processes through customized training and consulting.



 400 E. Second Street, Bloomsburg, PA 17815  
 [570.389.4000](tel:570.389.4000)

 Corporate & Continuing Education  
 [570.389.4004](tel:570.389.4004)

### Northampton Community College – Monroe County Campus

 [northampton.edu](http://northampton.edu)

Northampton Community College has its main campus in Bethlehem Township, but has a branch campus in Tannersville, Monroe County. The branch campus offers a variety of degree and certificate programs, including Business Administration, Computer Information Technology, and Truck Driver (CDL) Training.



 2411 PA-715, Tannersville, PA 18372  
 [570.369.1800](tel:570.369.1800)


 Career Training & Professional Education  
 [570.369.1871](tel:570.369.1871)

### East Stroudsburg University

 [esu.edu](http://esu.edu)

Located in Monroe County, East Stroudsburg University is one of 14 public universities within the Pennsylvania State System of Higher Education. The university has comprehensive undergraduate and graduate programs. Additionally, the school has a Research and Economic Development (RED) division which works in collaboration with students, faculty, and business partners to provide access to grants, workforce development, and entrepreneurial opportunities.

 200 Prospect Street, East Stroudsburg, PA 18301  
 [570.422.3211](tel:570.422.3211)

 ESU Innovation Center  
 [570.422.3219](tel:570.422.3219)



## Pennsylvania College of Technology



[pct.edu](http://pct.edu)

An affiliate of The Pennsylvania State University, Pennsylvania College of Technology focuses on applied technology education. Located in Williamsport, Pennsylvania, Penn College administers the state's largest worker training program through its Workforce Development and Continuing Education division. Some of the degrees offered include Automated Manufacturing & Machining, Plastics & Polymer Engineering Technology, Diesel Technology, Culinary Arts, and Welding & Fabrication Technology.



1 College Avenue, Williamsport, PA 17701  
570.320.2400

## PRIVATE TRAINING SCHOOLS



### Tier One Careers



[tieronecareers.com](http://tieronecareers.com)

New Horizons Computer Learning Centers is conveniently located in Plains Township in Luzerne County. New Horizons offers innovative training programs to assist companies and their employees. The school offers a variety of courses and certifications, including Business Analysis, Project Management, Six Sigma Training, and Microsoft Technical Training, as well as career training programs such as IT Systems Administrator and Healthcare Information. In addition to classes held on campus, New Horizons also provides onsite training at your facility. The school also offers customizable training and other standard training options.



600 Baltimore Drive, Wilkes-Barre, PA 18702  
570.270.2700

**“Northeastern Pennsylvania’s people have a culture based upon family values, hard work, and a willingness to learn, grow, and re-invent themselves. New Horizons Computer Learning Centers is the local leader in Computer/IT, Microsoft Office, Graphics, and Business Skills training. Our nationally certified training validates our students’ job-readiness skills. Employers find that our certifications are extremely helpful and lead to many very successful hiring decisions.”**

**Shawn Mera**

Owner/General Manager, New Horizons Computer Learning Center WB/Scranton, Allentown, & Reading, PA





**Fortis**

**[fortis.edu](https://www.fortis.edu)**

A leading post-secondary network of institutions, FORTIS provides its students with reliable learning and training. FORTIS offers career-based training, diploma, and degree-granting programs at more than 40 schools in 15 states. These campuses, like the ones located in Scranton, offer programs in a number of trades, including CDL Driving, ECG/Phlebotomy/Lab Assistant, HVAC, and more. Additionally, Fortis offers Continuing Education Courses such as 12 Lead EKG Course, American Heart Association Basic Life Support for Healthcare Providers (BLS), and Phlebotomy Certification.



517 Ash Street, Scranton, PA 1850  
[570.558.1818](tel:570.558.1818)





## HIGH SCHOOL VOCATIONAL PROGRAMS

Public school districts within Luzerne and Lackawanna Counties provide high school students and adult learners with comprehensive career and technical training at four area Career and Technology Centers: The Career Technology Center of Lackawanna County, Hazleton Area Career Center, West Side Career Technology Center, and the Wilkes-Barre Area Career and Technical Center.

### Career Technology Center of Lackawanna County

 [ctclc.edu](http://ctclc.edu)



The Career Technology Center of Lackawanna County (CTCLC) provides instruction in 27 career areas to students in the following school districts: Carbondale, Dunmore, Forest City Regional, Lakeland, Mid Valley, North Pocono, Scranton, and Valley View. Its Cooperative Education program allows academically-sound students to explore an actual work experience in their selected field of study while an Advanced Standing option affords students the opportunity to continue their education at a post-secondary institution with advanced standing and direct admission.

 3201 Rockwell Avenue, Scranton, PA 18508  
 [570.346.8471](tel:570.346.8471)

### West Side Career & Technology Center

 [wsctc.net](http://wsctc.net)



West Side Career and Technology Center (West Side CTC) is a full-time Career and Technology Center located in Luzerne County. It offers programs that represent business and technology, skilled trades, and courses offering an advanced start to post-secondary training. West Side CTC also has 15 career and technology programs and a co-operative education program that offers students an opportunity to gain real work experience while still in high school.

 75 Evans Street, Kingston, PA 18704  
 [570.288.8493](tel:570.288.8493)

### Hazleton Area Career Center

 [hasdk12.org](http://hasdk12.org)



Hazleton Area Career Center (HACC) is a full-time career and technical center located in Luzerne County, PA. HACC offers 18 approved programs of study for students attending the Hazleton Area School District as well as “Career Pathway Programs” featuring cooperative education, supervised on the job training, income for their experience, and National Industry Certification upon course completion.

 Hazleton Area High School  
 1515 West 23rd Street, Hazle Township, PA 18202  
 [570.459.3111](tel:570.459.3111)

### Wilkes-Barre Area Career and Technical Center

 [wbactc.org](http://wbactc.org)

Wilkes-Barre Area Career and Technical Center (WBACTC) is a part-time career and technical center, just north of Wilkes-Barre. It serves students from 10th through 12th grade and provides academic and technical education for students from five school districts. Twenty-five programs of study are offered. WBACTC provides career and technical programs to students on a half-day basis.

 350 Jumper Road, Plains Township, PA 18705  
 [570.822.4131](tel:570.822.4131)







- INTRODUCTION
- RECRUITMENT & SCREENING
- TRAINING GRANT PROGRAMS
- AGENCY SUPPORT
- EDUCATION RESOURCES
- CAREER FAIRS

Several well attended job fairs are held from March through June at locations throughout Northeastern Pennsylvania. There is no cost for job seekers to attend these fairs. Employers are encouraged to contact the following event organizers early in the year in order to reserve booth space.



## NEPA's chambers of commerce and non-profit economic development organizations have made workforce development a top priority and serve as excellent resources for companies seeking to find and train employees.



### CAN DO, Inc.



[hazletoncando.com](http://hazletoncando.com)  
570.455.1508



### Greater Hazleton Chamber of Commerce



[hazletonchamber.org](http://hazletonchamber.org)  
570.455.1509

CAN DO, the Greater Hazleton Chamber of Commerce, and other workforce partners, created “Hazleton Works,” a marketing initiative geared toward helping unskilled workers. The program educates workers about the types of jobs that are available, training, and finding employment. The group developed a website to help future employees and uses a multi-media campaign to promote the program. CAN DO also collaborates with Greater Hazleton Partners in Education (PIE), a non-profit 501(c)(3) business-education partnership whose mission is to ensure that all students leave school with the academic, technical, and employability skills necessary to be successful in the 21st century workplace.



### Greater Pittston Chamber of Commerce



[pittstonchamber.org](http://pittstonchamber.org)  
570.655.1424

The Chamber educates area students about local career opportunities and helps people in the workforce improve management, supervisory, communications, and customer service skills through an innovative apprenticeship program. The Chamber has built a virtual career exploration page on its website. The page includes website links and corporate videos for close to 50 area employers. The Innovations in Management Registered Apprenticeship Program is open to new hires and existing employees. Training involves 2,000 hours of structured on-the-job training, which is designed to meet the needs of each individual employer, as well as 192 hours of related classroom instruction on topics including first-time supervisory skills, office management skills, human resource management skills, business communication skills and customer service skills.



### Greater Scranton Chamber of Commerce



[scrantonchamber.com](http://scrantonchamber.com)  
570.342.7711

For more than 25 years, Skills in Scranton, the Chamber's workforce development affiliate, has worked with local employers, K-12 schools, higher education institutions, and public workforce systems to develop strategies to ensure the region's workforce is aligned with high-priority jobs. The Chamber posts available employee opportunities on its Job Board, accesses talent through its Small Business Internship Fund, connects employers with educators and students through a business-education partnership, and helps companies access workforce training resources.



### Greater Wyoming Valley Chamber of Commerce



[wyomingvalleychamber.org](http://wyomingvalleychamber.org)  
570.823.2101

The Wilkes-Barre Connect program, powered by the Chamber, manages several programs with direct ties to workforce and student development. The **W/B/C Intern Program** connects interns and employers and strengthens the collaborative effort among NEPA's academic institutions and business community. **Reimagining our Workforce** is a communication strategy to promote the public workforce system (PA Career Link). The program has two primary goals: increase user activity and increase job placement rates, through the integration of technology. **Coding the Coal Region** is designed to increase opportunities for students and residents of Luzerne County to access a computer programming curriculum.



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